

STATE OF ARKANSAS

CONCURRENT EMPLOYMENT REQUEST

PRIMARY EMPLOYER: ADDRESS: CONTACT PERSON: PHONE: E-MAIL: DATE: FAX:				SECONDARY EMPLOYER: ADDRESS: CONTACT PERSON: PHONE: E-MAIL: DATE: FAX:			
NAME OF EMPLOYEE				SOCIAL SECURITY NUMBER			
PRIMARY EMPLOYMENT				SECONDARY EMPLOYMENT			
			A. Job Title & Pay Grade				
			B. Line-Item No./ Position No.				
Salary \$		LIM \$		C. Current Salary & Proposed Salary w/ Line-Item Maximum		Proposed Salary \$	
						LIM \$	
<input type="checkbox"/> EXEMPT		<input type="checkbox"/> NON-EXEMPT		D. FLSA Status		<input type="checkbox"/> EXEMPT	
						<input type="checkbox"/> NON-EXEMPT	
am pm		Days Worked		E. Work Schedule		am pm	
						Days Worked	
			F. Dates of Employment		From: to		
DUTIES TO BE PERFORMED IN SECONDARY EMPLOYMENT AND EXPLANATION/JUSTIFICATION: (Attach additional sheets if necessary)							
<p>EMPLOYER CERTIFICATION (If the following statement is incorrect or not applicable, a separate Employer Certification statement must be attached. <input type="checkbox"/> Check here if separate Employer Certification statement is attached).</p> <p>The submission of this request to the Chief Fiscal Officer of the State certifies that: (1) the additional duties performed for the secondary employer by the employee named herein will not interfere with the proper and required performance of the employee's primary duties; (2) The employee will take accrued leave, or work make-up time, for any secondary hours worked that are in conflict with primary hours of work; (3) All wages paid to the employee will be in compliance with applicable provisions of the Fair Labor Standards Act including, but not limited to, overtime provisions; and (4) The combined salary payments from the secondary and primary employers will not exceed the larger maximum annual salary of the line-item position authorized for either agency/institution from which the employee is being paid (unless the employee is secondarily employed in a teaching position pursuant to Arkansas Code Annotated § 19-4-1604(b) which allows employees to teach temporarily at state-supported institutions even though their combined salaries will exceed the line-item maximum. <input type="checkbox"/> Check here if ACA § 19-4-1604(b) is applicable).</p>							
<u>Department of Finance and Administration</u>							
Based on the information provided, OPM recommends that this request be: <input type="checkbox"/> Approved <input type="checkbox"/> Denied							
ACTION TAKEN: <input type="checkbox"/> Approved <input type="checkbox"/> Denied							
_____ Chief Fiscal Officer of the State						_____ Date	